Creating Events and Sessions

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Introduction

**Event** - a learning event or course, usually in a classroom/laboratory (e.g. Safety Team Training)

**Session** - a specific occurrence of an event (e.g. Safety Team Training on 25th February 2017)

This guide is intended to show you how to add a new event, and how to add sessions to events. You can add a session from the past to record previously completed training, or you can add a session for a future date, to allow people to book the training in advance.
Events

Creating a New Event

1. Select the **Classroom Events > Manage Events & Sessions** menu item
2. Click on **Create New Event**

3. There are 4 tabs that need to be clicked on, to fill out the details required for a new event, as follows:

Properties

Fill in the following fields:

- **Event Name**
  The name for your training course
- **Vendor**
  The organisation delivering the course. Select 'University of York' if a more specific one is not listed.
- **Training Hours**
  How long is the course?
- **Description**
  A description of the course, which will be shown to users when they view the course details.
- **Objectives**
  What outcomes can staff expect once they have done the course?
- **Topics**
  Select one or more appropriate categories for the training
- **Options**
  Tick all three options:
- Active
- Allow users to attend multiple sessions
- Allow interest tracking

- **Ability to select sessions**
  Select both options
  - End Users
  - Admins and managers

- **Training Contact**
  Who is delivering the course?

**Availability**

This controls who can view the training in the LMS. Select **All Users** to make the training available across the University, or select **Department** to target the availability of the training to a particular department.

**NB - if no availability is defined, then the course will not be visible in the LMS.**
Pricing

This tab is not used

Session Defaults

The values entered in this section define the defaults when a new session is created. However, these can always be updated at the session level if required.

Registration

Enrolment

Waitlist

All other sections can be left as they are.
Sessions

Browse and select events

4. Select the **Classroom Events > Manage Events & Sessions** menu item

5. From the list of events displayed, click on the calendar icon for the event that you wish to add a session for:

6. NB - by default, completed sessions are not displayed. To display past sessions, tick the completed checkbox, and then click search. The list of sessions will be displayed:

7. To add a new session, you can either
   
   a. Copy an existing session - this is the most straightforward, as this will copy all of the details, allowing you to alter the bits that you need to change.

   b. Create a new session - allows you to add the details from scratch.
Copying an existing session

1. Click on the Copy Session icon for the session that you wish to copy:

2. Click on the Edit icon in the Parts Schedule section:

3. Select the start and end date for the session, and then click on Save Part:

4. As you are copying an existing session, you should not need to edit any of the other details listed in the box on the left side of the screen. However, you may wish to check the Registration section under the Details tab if you wish to
alter the Maximum and/or Minimum Registration number (see point 5 under "Creating a New Session", below).

Click the Save icon.

5. The new session appears in the list:
Creating a new session

1. **Click on Create New Session:**

2. **On the Schedule Wizard section, select Once, and choose that training date:**

3. **On the Parts Schedule section, add a description and location (optional), and a start and end time.**
   
   **Click Save Part**

4. The parts schedule is listed, showing start and end time. **Click on the Details tab.**

5. **Under the Registration section, ensure that all three checkboxes are ticked for Advance Registration, and enter the Minimum and Maximum Registration number** - this will determine the number of people who can register for this session:
Scroll to the bottom of the screen and click **Save**

6. The remaining sections (availability, e-mails, pricing, summary) are either inherited from the event, or can be left at the default values and should not require any further changes. **Click Save**

7. The new session is added to the list:
Adding people to the training session

1. Select the **View Roster** icon:

2. Click on the **Add Users** icon, and, in the pop-up window, search for the person by last name and/or first name:

   ![Add Users Icon]

   Click on the **plus** icon to add the person’s name on the list. Repeat the search and add process until the list of attendees is completed.
3. Click on the **Done** icon:

4. The users will be added to the list, in the Pending status. Untick the **Send emails** checkbox, and click on **Add Pending Users to Roster**:

5. Next, record the attendance.
Recording attendance

1. Click on the **Attendance and Scoring** tab, tick the **Attendance** checkbox for each user, and the click on the **Submit Roster** icon: 

   *NB - make sure to click on Submit Roster to ensure that the training is marked as completed.*

2. Note the message and click **OK**: 

   ![Message](image1)

   *york-ac.cscod.com says:*

   Your attendance and scoring updates are now being processed. This process takes approximately 15 minutes or less to complete. Please remember to resubmit the delegate list if you would like to update the delegates' training record statuses to reflect attendance and scoring changes. You do not need to wait for this process to complete before resubmitting the delegate list.

3. After 15 minutes, the attendance will be updated: 

   ![Attendance Update](image2)

   And the person’s training record will be updated:
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Start Date</th>
<th>Completed Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment and Selection</td>
<td>07/10/2016</td>
<td>07/10/2016</td>
<td>Completed</td>
</tr>
<tr>
<td>Information Security Awareness</td>
<td>22/09/2016</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Unconscious Bias Awareness in Recruitment &amp; Selection</td>
<td>08/08/2016</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Unconscious Bias Awareness</td>
<td>08/08/2016</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Equality &amp; Diversity</td>
<td>08/08/2016</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Safety Team Training (Starts 14/11/2014)</td>
<td>14/11/2014</td>
<td>14/11/2014</td>
<td>Completed</td>
</tr>
</tbody>
</table>